



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

APRIL 26, 2012

#38-12

VACANCY ANNOUNCEMENT

DEPARTMENT: DEPARTMENT OF HEALTH SERVICES – SENIOR CENTER
POSITION: DRIVER/CUSTODIAN
SALARY: \$8.00 PER HOUR
CLOSING DATE: MAY 11, 2012 AT 5:00 P.M.

INTRODUCTION:

The Driver/Custodian is under the direction of the Senior Center Program Supervisor, the incumbent serves as a driver for home delivered meals daily and provides janitorial services for the Senior Citizen Program. This position is for 1560 hours per year, 6 hours a day.

DUTIES AND RESPONSIBILITIES: (The following are illustrations of the typical duties and responsibilities of the incumbent and are not to be construed as all inclusive.)

The Driver/Custodian delivers meals to the elderly/handicapped clients served by the Senior Citizen Program daily. Maintains required mileage logs. Identifies and relays information to supervisor on potential health or safety concerns at point of contact. Complete unassisted shopping and business errands for Home Delivered clients upon request. Assures vehicles are inspected daily and are maintained according to maintenance schedule of CRIT Auto Shop. Assures facility is clean and sanitary inside and outside after daily use. Provides janitorial services inside facility, i.e., mopping dusting, sweeping, etc. Provides yard maintenance outside facility, i.e., mowing, raking, weeding, watering, etc. Maintain adequate inventory of the necessary cleaning supplies and toiletries.

May perform other duties as directed within the scope of project activities and/or duties and responsibilities.

EDUCATION REQUIREMENTS, SKILLS & ABILITIES:

Have a high school diploma, or GED equivalent, must be physically able to perform work required. Possess sound organization skills, ability to function independently and as a team player, demonstrate oral and written communication skills.

OTHER:

Must possess a valid state vehicle driver's license. Maintain confidentiality in accordance to Federal Health Insurance and Accountability Act (HIPAA). Employment is subject to fingerprinting for purpose of conducting a background review of possible criminal history in accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act.

INDIAN PREFERENCE: Under the Title VII of the Civil Rights Act Section 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled members who qualify toward all employment opportunities; otherwise, CRIT does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.

APPLY:

COLORADO RIVER INDIAN TRIBES

26600 MOHAVE ROAD

PARKER, ARIZONA 85344

FOR EMPLOYMENT APPLICATION VISIT: <http://www.crit-nsn.gov>